## *The Instructional Action Planner*

# Your Instructional Action Plan is the detailing of all of the preparations that need to be made to successfully carry out your lesson plan. Based upon the plan, it creates a critical to-do list for instruction.

# How to Use this Action Planner: For each of the to-do steps below, click into the shaded box under each step to enter your own action plan. The box will expand to accommodate your entry. Save and print the completed action plan when you are done.

# To-Do #1

# PREPARE FOR THE LEARNERS

Describe what action needs to be taken to prepare the learners. Answer these questions:

* What steps need to be taken to prepare the learners?
* What props are needed?

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| * Students will need to have knowledge of classroom rules and procedures. * Props that will be needed are maps that will be set up on the wall prior to the lesson starting. |

# To-Do #2

# READY THE CLASSROOM

Describe what you need to do to get the classroom ready for the lesson. Answer these questions:

* What furniture needs to be acquired/moved?
* What additional materials are needed?
* Who do you need to contact to assist in making the intended adjustments?

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| * No furniture is needed to be moved during the lesson. While in groups, students may get up and walk to the 4 corners of the classroom for group work. * Additional materials that will be needed are group worksheets for each group to turn in upon completion. |

# To-Do #3

# TEACHING AND LEARNING ACTIVITIES

List the materials you need to prepare and/or tasks that need to be done for the intended activities. Answer these questions:

* What materials are needed by teacher and students?
* What tasks need to be completed for these activities?

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| * Materials needed: Notebooks, laptops, internet, web-pages, worksheets, textbooks, and classroom maps on the wall. * Tasks needed to be completed by the end of the period/day and homework assigned will be due the following day. |

# To-Do #4

# PERSONAL PROMPTS

List the prompts you want to remember to use to cover all points of the lesson. Answer these questions:

* What specifics do you want to remember to do?
* *What specifics do you want to remember to say?*

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| * Make notes about key points that you want to be covered, leaving out room for forgetfulness. * Give students websites for practice at home. |

# To-Do #5

# SUPPORT TECHNOLOGIES

Describe the things you need to do to ensue the technologies you have selected are available and working. Answer these questions:

* What technologies and related materials need to be acquired for another source? From where?
* What hardware or software adjustments need to be made?
* Which technologies need to be checked to be sure they are functioning?

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| * The ability to go to the computer lab if necessary. * There should be no adjustments needed. * Check smart-board operations to ensure it is ready for use. Also check links to games, and other websites that will be needed for the lesson. |

# TO-DO #6

# FEEDBACK

Describe the feedback instruments you need to have ready for this lesson. Answer these questions:

* What do you need for formative feedback?
* What do you need for summative feedback?

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| * Make a rubric to provide accurate feedback for students. Detailing points awarded for each completed task; provide what is expected |

# TO-DO #7

# FOLLOW-UP

Given the feedback, describe the follow-up activities. Answer these questions:

* If the lesson was not successful, what remediation is planned?
* If the lesson was successful, what reinforcement is planned?

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| * If the lesson was not successful, be prepared to review material as needed in following classes, and provide homework for students to give them more practice, and hands on activities to reinforce learning. |